

East Shore Unitarian Church

Meeting of the Board of Trustees

September 2018

Board Packet

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Note on August Board Packet Contents

The minutes of the July meeting appear in the appendices (Appendix D). Also, appendices to all reports are collected at the end of the packet and lettered sequentially as shown in the table of contents

Agenda

ESUC Board of Trustees Meeting Agenda

September 18, 2018

Host is Marcy, Recording Secretary is Jerry, Timekeeper? Process Checker?

Start	End	Duration	Topic	Lead
6:45	7:00	0:15	Social Gathering	
7:00	7:05	0:05	Opening Words, Chalice Lighting	
7:05	7:20	0:15	Check In	All
7:20	7:35	0:15	Consent Agenda	All
7:35	7:40	0:05	First Saturday Conversations	Tom
7:40	7:55	0:15	Endowment Charter	Marcy
7:55	8:05	0:10	HHTF Vote Date	Dave
8:05	8:10	0:05	Audit	Jason
8:10	8:25	0:15	Auction Fund a Need	Dennis
8:25	8:55	0:30	Retreat	All
8:55	9:00	0:05	Executive Session	All

Preparation Notes

Think about the Fund a Need for the Auction and also topic for the board retreat. Also please think about whether we should continue with the First Saturday conversations.

Review all items of the consent agenda, be prepared to vote to approve all, or move a piece to the regular agenda if discussion is needed (Please alert Tom in advance!).

September 2018 Consent Agenda Voting Items

- Approve August 2018 Board Meeting minutes
- 2 signatories required for Endowment distribution/transfer (ED Report)
- Authorization to Finance Team to obtain proposals for an external audit (ED Report)
- CAM Public Witness request (ED Report)
- Members of the OFD have been identified, and we will perform a re-canvass of our membership. The OFD members include Sara, Tom, Nicole, and Rev Steve
- Return organizational responsibility to the Staff (membership director) (President's Report)
- HH Dev Task Force wishes to delay the congregational meeting / decision until late Jan, or Feb
- Executive Director Job Description (attached)

September 2018 Board Reports

Developmental Minister's Report – Rev. Stephen Furrer

I have by now moved into and unpacked all my books in Minister's Study. Last Sunday's modified Installation and Welcoming during the Salmon Bake was deeply appreciated by me and also by Carol. Thank you. **Regarding the Minister's Study, (and as noted last month) about half of the file cabinets are filed with files organized by Peter—a few of these are useful and can be used by me, but most, including a few hundred of Peter's sermons, need to find a new home. Can the Board make a decision on who needs these and direct them to make the switch?**

I've been meeting with one after another ESUC Core Teams and Ministry Teams, getting to know their members and their missions. I have also arranged several personal meetings with members in my study and in members' homes. Many have been anxious to share their views of recent ESUC developments, both favorable (in their view) and less than favorable. Most express optimism regarding the church's decision to enter into the Developmental Ministry program and have offered me their support and good will.

I have now preached four sermons here at East Shore Unitarian. I will lead services on two more Sundays this month. Beginning this coming weekend we will begin double services every Sunday, one at 9:00 and one at 11:00 am. I will use the next two Sundays to explain my views on what makes for a healthy church and what quality worship in a UU church is aiming at. In this light I've begun making modest changes in the Order of Service; As I continue doing this, I'll do my best to explain each change and how I think they'll improve the quality of your services. Interacting with the Worship Team and Interim Director of Music Eric Lane Barnes has been a pleasure. We have enlisted others in doing what we can to assure that resuming double services beginning September 23 will be widely appreciated by the ESUC community.

The Reverend Christine Robinson from the UUA Pacific Western Regional staff is planning to lead a start-up weekend for the Board and the senior Staff Leadership Team the weekend of Nov 7-11. The SLT will meet with Christine on the afternoon of Wed., Nov. 7 and the lay members of the Board following the second service on Sunday, Nov. 11. Start-Ups are helpful in delineating specific lines of authority and accountability among the Minister, senior staff, and lay leaders, and laity in general.

Dick Jacke's memorial service was well attended. Elandria Williams and Barb Greve, co-moderators of the UUA, participated and other UU notables joined approximately 150 ESUC members in celebrating the life of an

extraordinarily dedicated member of our church for 37 years. I was honored to work with Linda Jacke and Dick's son and closest friends in planning and leading a heartfelt celebration of his life.

The church will host the Congregations for the Homeless outreach program beginning in thirteen days and continuing for thirty-one more. I look forward to supporting bold ministry and the many other ministries of the church throughout the days, months, and years ahead.

Respectfully submitted, Stephen Furrer

President's Report – Tom Doe

By the time of our board meeting this month, we will have officially kicked off our church year through our annual salmon bake and ingathering service. While Rev. Steve Furrer has been with us for over a month (seems like much longer based on what he's accomplished), we will use the salmon bake service as a time to officially welcome him as our minister. We have much to accomplish in the coming year, but I'm seeing many signs that most of our church community is ready to roll up their sleeves and get on with the challenging but spiritually satisfying work of fulfilling our vision and our mission.

The biggest item on our agenda this month is planning for our board retreat on October 20. We had an excellent start in our July "pretreat" and I expect that you will be covering some of the same agenda items. We discussed at the executive meeting on September 4 whether or not to include non-board members at the retreat. There are strong arguments both ways, and as a compromise we will be spending our morning with board members only (including staff who are ex officio nonvoting members), and we will open the afternoon to include the chairs of board committees, both standing and task forces, or their representatives to attend.

I don't have a detailed agenda to propose yet, some of the topics that we will address include

- board fiduciary responsibilities
- policy-based governance and its implementation
- finances overview including our current status, five-year plan, and fundraising
- our mutual covenant as expressed in our board policies including such items as what it means to speak with one voice
- Ends
- and others that we will bring up in our discussion this month.

With respect to Ends, I'm hoping that we can approach this important topic somewhat differently than we have in the past few years. Specifically, as I've discussed with you somewhat before, I believe that we need to provide an opportunity for membership participation in creating our Ends. I also believe that we need to get congregational buy in, as well as having clear assignments of responsibilities both among staff and among lay leaders for fulfilling the Ends.

I am still working on responses to the questions from Right Relations and Beloved Racial Justice, some of which you may recall involve what the relative responsibilities of the board and staff for providing leadership to the congregation, as well as how we fulfill last year's unfulfilled End regarding becoming an antiracist church community. I address these together because they have important point in common -- they are both related to how we define and how we fulfill the Ends. Under policy-based governance the board has responsibility for defining Ends and then delegates responsibility for their fulfillment to staff and to lay groups within the church. Once the board delegates that responsibility, it empowers those responsible to pursue them in the way that they best see fit subject to limitations only of our policies. The board does not micromanage. However, the board does have responsibility for assuring that ends are met for holding accountable those who have taken on these tasks. Under this concept of the board, once Ends are defined and assigned, the board takes a passive role

Some among our board members and in congregation, on the other hand, may expect from the board a somewhat more activist role, speaking out and providing witness on critical issues such as antiracism, LGBTQ, and environmental justice. I am not sure which of these two board roles is best, but I look forward a lively discussion on this topic both in our retreat and with members of our congregation.

Three more items.

- I have added some agenda time to think about whether or not we will continue our Saturday morning conversations.
- We should think about whether and when to delay the Holly House vote. Since this is now planned for November/December, we should decide whether to address that now or in October.
- I am adding to the consent agenda vote returning fund raising to be a staff rather than board function (which does not let the board of the hook for fundraising). We should clarify this before kicking off the re-canvass (see Marcy's report).

Finance/Treasurer's Report – Marcy Langrock

Items below in bold need Board review and approval. The rest are consent agenda items.

- **Operating Fund Drive:**
 1. Sara Brannman, Tom Doe, Nicole Duff, Rev. Steve and I met on 9/4/18 to discuss the status to the Operating Fund Drive (OFD) and develop strategies for increasing pledges.
 2. It was determined that we need to do a re-canvass.
 3. **October 14th was tentatively set by Rev. Steve Furrer for the kick-off of the re-canvass. We will have testimonials from members about what the church means to us and why it is important to contribute.**
 4. **We would like the support and commitment by the BOT for this effort. There will be other tasks in the future, such as phone calls and meetings.**
- **Endowment Subcommittee:**
 1. Craig Nelson (chairperson), Jason Puracal and I met on 9/6/18.
 2. We worked on updates to the Endowment Subcommittee Charter.
 3. Those updates were given to the Financial Stewardship Standing Committee (FSSC).
 4. Craig Nelson also updated the Investment Policy Statement and I have forwarded it to the FSSC for review.
 5. We will also be reviewing the brochure for Endowment.
- **Financial Stewardship Standing Committee:**
 1. The FSSC met on 9/11/18.
 2. Claudia Hirsche (chairperson) will work on updating the charter and entering it into the new format we received from Polly and Governance.
 3. Jason has asked us to consider a way to incorporate a Return on Assets metric into our 5-year Strategic Plan. We will consider the concept and look for examples that would be relevant.
 4. **I would like us to invite Claudia to our next board meeting. I would be asking her to give us a quick tutorial or refresher on the 5-year Strategic Plan tool.** This is a valuable tool and it would be very helpful if we understood it better and consulted it when making decisions that affect the long-term health of the church.

- **Finance Team:**

1. The Finance Team met on 9/11/18.
2. Jason and I met with the Clark Nuber CPA firm on 8/27/18 to discuss the church retaining them for an audit. The firm provided us with a list of audit options they offer. We brought these audit options to the Finance Team and consulted with the members to select our highest priority audit needs. We will take these recommendations and obtain a quote for the cost of the audit. **The estimate for the entire audit was \$4K - \$7K. We will try to spread it out over two years.**
3. Jason has asked Clark Nuber for advice on our liability for Unintended Business Income Tax (UBIT). The money currently is accrued in an account, waiting on their expert recommendation.
4. We reviewed the changes to the Endowment Charter and incorporated edits from the Finance Team members. The updated version of the charter was forwarded to the FSSC for review.
5. Jason will update the Finance Team Charter, incorporating the new template. He will send out the draft to the rest of the team for review.

- **Treasurer Position:**

1. I have signed off on new credit cards for the following staff: Rev. Steve Furrer, Aisha Hauser, and Jason Puracal. These replace the existing cards being held by the staff. The new cards are through BECU, with a cash back program. The cards will be tracked and coded to the same accounts as the previous cards.
2. I was added to the Schwab Endowment account as an authorized signatory. We have removed the previous officers from the account.

Executive Director' Report – Jason Puracal

Topics requiring Board Vote

- **2 signatories required for Endowment distribution/transfer**
- **Authorization to Finance Team to obtain proposals for an external audit**
- **CAM Public Witness request**

Consent Agenda

BOT END 1.1 By December 1, 2017, East Shore will determine and document how best to utilize its Endowment for maintaining capital assets of the church's campus.

- I attended a meeting with the Endowment Subcommittee Chair and the Treasurer. Based upon the agreements and discussion during the meeting, I revised the Endowment Subcommittee Charter. The revised Charter was reviewed with Financial Stewardship; the updated version will be submitted to Policy & Governance Committee and eventually the Board for approval. See Treasurer's report for more details.
- I assisted the former Treasurer and current Treasurer in completing the necessary paperwork to change authorized signers to the two Schwab accounts held by the church in alignment with the Board decision in August 2018. This has now been completed.

- It was brought to my attention by the previous Treasurer that, while the church's checking account requires two signatures on all checks, the Endowment Fund account at Schwab only requires one signature. After speaking with our Financial Advisor at Greene Wealth Management, it is possible to change this with a resolution of the Board. **I recommend to the Board to pass a resolution (and review to see if a policy is needed) that requires authorization from two signatories on the Endowment account to distribute and/or transfer funds.**

1.2. By the Annual Congregational Meeting in June 2018, ESUC will have a plan reviewed and approved by the Congregation for the development of the Holly House property that will result in proceeds to ESUC of at least \$1M.

- I passed along all proposals in digital and hard copy, as well as contact information for all developers and bidders, to the Chair of the HHDTF.
- I met with the Executive Director of Congregations for the Homeless. While this organization is not one of the bidders on the HH property, they expressed interest in potentially developing the lower parking lot for affordable housing and/or a day center. Due to the funding strategy of CFH and timeline, East Shore may not be the best fit for the day center; affordable housing at a larger scale than the HH property is of interest to them if East Shore makes that decision in the future.

2. ESUC will be prepared for a Settled Minister by the fall of 2019. The following actions will be complete prior to preparing the information packet for the new ministerial candidates, including:

- *A covenant of Right Relations*
- *Stable staff (paid / unpaid) to appropriately meet the needs of the church*
- *Sustainable Finances and preparation for an external audit*
- *Policy-based governance is fully implemented and accepted*
- *In the 2018/19 review of ends the Board will be able to define what it means to explore spirituality based on their experience of living our mission and vision statements.*
- I met with the Finance Team. We discussed the August 2018 month-end financial reports, OFD status, procedures for petty cash, potential CD sales for East Shore LIVE, ESJCC brochure language, Endowment Charter, Finance Team Charter, and an external audit.
- The month-end reports created for August 2018 have been emailed to the normal distribution list. For the Board's review, I have included the Aug. 2018 Summary Income Statement (see Appendix A), and the Aug. 2018 Balance Sheet (see Appendix B). The Aug. 2018 Income Statements by Department are presented visually as part of the financial charts (Appendix C), although for more transparency, some of the Departments have been broken down into categories.
 - According to the August 2018 reports, the total income from donations for Aug were ~\$6,500 lower compared to the 17-year average of pledges, and about \$54,600 lower than what was contributed last year during this period. Please note the new account structure groups non-pledge donations with pledges for total income from donations. Our total income was ~\$4k more than the 17-year average, just under \$20k lower than the 5-year average, and approximately \$54k lower than what was brought in last year during Aug. Our monthly expenses were significantly higher than normal at ~\$89k due to large facilities related expenses. East Shore had a deficit for Aug of approximately \$27k. Nevertheless, year-to-date East Shore is running a surplus of ~\$128k providing a runway of ~1.5 months of operating expenses. This is slightly below typical of our cash flow at this time of the year. I anticipate making it through Q1 without issue, however will be watching cash flow closely to project for Q2. I will keep the Board apprised.

- The Treasurer and I met with representatives from the CPA firm [Clark Nuber](#) in Bellevue. This firm was recommended to us from our non-profit tax attorney. We met at their offices to discuss UBIT, potential Controller services, and options for an external audit. Clark Nuber is a 65-year-old, single office firm with ~200 employees. Approximately 40% of their portfolio is non-profits, and they have worked with numerous churches in the past/currently. They appear to have the expertise we are looking for and be the right size to appropriately handle the church's needs. Audit options include:
 - Financial Statement Audit
 - full scale audit,
 - usually requirement with mortgages for churches, thus annually
 - ~\$10k-\$35k
 - Agreed Upon Procedures Engagement [recommended by Clark Nuber to ESUC]
 - Annual or one-time project
 - Look at past activity (~1 year back)
 - Recommendations to procedures moving forward
 - ~\$4k-\$7k
 - Fraud Examination:
 - Recommended when know or suspect something bad has happened
 - Internal Control Review
 - Annual or one-time project
 - Look at internal controls and procedures moving forward
 - ~\$2k-\$3k
- **The Finance Team recommends to request a quote for a partial Agreed Upon Procedures Engagement focusing on the following specific categories as provided as options from Clark Nuber:**
 - **Bank accounts – Obtain the bank statements and bank reconciliations for the last month of the fiscal year and review to ensure bank accounts were appropriately reconciled to the accounting records in a timely manner.**
 - **Disbursements – Pick a sample of 25 disbursements from the fiscal year and perform the following procedures. Of the 25 disbursements selected a specific number (TBD by client) will be expense reimbursements.**
 - **Verify that there are invoices or other documentation to support the amount of the disbursement**
 - **Verify that the check was signed by an authorized signer**
 - **Approval for the for the disbursement is noted on the documentation**
 - **Verify the disbursement is recorded in the general ledger account noted on the disbursement documentation**
 - **Contribution revenue – Pick a sample of weekly deposits for testing. Testing procedures are designed based on the church's process for receiving contributions, counting and recording, and depositing funds. Typical procedures focus on the appropriate documentation of this process as well as the accurate capturing of any amounts that are restricted by donors for specific purposes (for example, a missions trip, disaster relief, etc.).**
 - **Payroll –**
 - **Compare salaries paid to pastoral and other staff during the fiscal year and compare to authorized wage/salary rates.**
 - **Excise and payroll taxes –**
 - **Compare the most recent L&I quarterly return to detail payroll records.**
 - **Compare the most recent IRS Form 941 quarterly return to detail payroll records. Verify the return is filed and paid according to deadlines.**
 - **Review the most recent state combined excise tax returns to discuss the type of income to be reported.**

- **Review W-2s for all pastors to determine that housing allowance and other listed compensation appear to be properly reported on their W-2s.**
 - **Financial reports – Select two monthly reports that are provided to the governing board (or congregation as a whole) and trace amounts to the underlying accounting records to verify they match.**
- The funds accrued for Unrelated Business Income Tax (UBIT) on the lower parking lot rental were not transferred to the Designated Fund General Reserve. The Finance Team asked the CPA firm, Clark Nuber, for a second opinion on the UBIT issue and are waiting for this guidance to be sure East Shore is not liable for this expense.
- The current East Shore credit card account is linked to the personal social security number of the Director of Lifelong Learning; I am a secondary user on the account. BECU has offered a business credit card with cash back rewards that would not require a personal guarantor, rather just be in the organization's name. The card would not have annual fees, cash back is credited to the statement monthly (no points system to deal with), and consolidated pay credit card account is offered allowing separate account numbers and spending limits for each card holder but roll up to a Control Account. With the assistance of the Treasurer, East Shore has applied for this credit card account with BECU with the intention of switching from Chase.
- I attended the Financial Stewardship Committee meeting to provide an update on monthly finances, OFD, Endowment Charter, and begin the discussion on defining Return on Assets for ESUC per the 5-Year Financial Strategic Plan. See Treasurer's report for more details.
- OFD update as of 9/12/2018
 - Total Pledged: 211 (of 350 households on our rolls)
 - Confirmed: \$545,399.08
 - Likely: 51
 - Likely \$: \$75,946.54
 - Total Confirmed + Likely: \$621,345.62
 - Of those who pledged:
 - 18 NEW/Returning pledges
 - 58 increased
 - 101 stayed the same
 - 33 decreased
 - Of those we have not heard from:
 - 4 did not respond last year and may need some personal contact
 - 11 asked for waivers last year
 - 57 pledged last year
 - 14 are considered "not likely" for a total of \$3,330
 - 2 are new Members who Nicole will reach out to
 - See OFD Task Force Chair report for further details.
- I completed my self-evaluation for FY 2017-18 annual review with the assigned Board Members.

3. During the period of 2017-2019, will further enhance the prevailing level of trust through the further development of skills in right relationship, and growth opportunities offered in classes, workshops, trainings, worship, and ongoing support.

We will document the processes for transparency, right relationships, anti-racism, and religious tolerance in a behavioral covenant that is supported by all staff and a majority of voting members.

- I met with Pam Orbach, consultant for the Right Relations Committee. This initial meeting was not about any specific subject matter, rather for her to better understand my role at the church.

- My family and I spent the afternoon with the family of Board Member and Right Relations Board Liaison, Mark Norelius. It was a nice break from our family's routine, and I appreciated the opportunity to get to know Mark better.

4. *By 2019, we will achieve membership growth (new members and retention) to sustain the church through increased generational and cultural diversity.*

- I attended a Seabeck 2019 Kick-off meeting in Seattle. Improvements to communications, organization & finances, and inclusivity are planned.
- Social Media Metrics:
 - *Yelp for August*
 - 27 user views
 - 3 user leads
 - 3 clicks to website
 - *Google My Business Report for August:*
 - 35,339 people found us on Google
 - 12 people called
 - 749 asked for directions
 - 189 visited the website
 - ESUC.org Analytics for August
 - 1200 users
 - 1.9 sessions per user
 - 2:55 average session
 - Facebook: 706 Followers
 - Instagram: 101 Followers
 - Twitter: 46 Followers

6. *East Shore social and earth justice activism provides an opportunity to publicly live out our UU principles. In fidelity to these principles, we will measure outcomes each fiscal year to ensure the resources of our community are being leveraged most effectively.*

- **The SLT recommends approval of the Climate Action Ministry Team's request for a Public Witness action as part of a coalition named "300 Trees." Please see Appendix D for more details.**
- As I reported in my September 2017 Board Report, last year I was able to secure a team of engineering students at Gonzaga University to run a school year-long project investigating the waste material from the hops industry (the hops bine) as a potential for natural fiber-based building material. That project finished in the spring with some positive results and barriers identified, and the results of the project were shared openly with hops farmers and processing equipment manufacturers in Yakima as a potential for them to add economic value to their operations. This year I will be mentoring a team of engineering students at Gonzaga for a similar school year-long project to investigate hempcrete. We will attempt to quantify the energy efficiencies and toxin absorption properties of the material, along with standardized building material tests, to assist any and all hempcrete builders with documentation for passing local jurisdiction code requirements (project results are public domain).

7. *By 2019, we will develop a plan to reduce the environmental impact of our facilities and membership activities. We will also have plans for Emergency Preparedness.*

- The repairing and painting of bathroom walls has continued with the Education Building's Men's and Women's bathrooms now completed by the Caretakers.

- The Caretakers repaired the non-functioning door locks to the Admin building, Multi-purpose building, and Sanctuary. They also repaired the electric leaf blower that has not been functional since before I started with East Shore, and the carpet steam cleaner. Celil, as a mechanical engineer and passion for fixing things, is saving the church thousands of dollars in replacement costs.
- The exterior repair, repainting, and refinishing of the Administration and Multi-purpose buildings has begun. Thank you to Ed Boroff for taking on this project, and for all his guidance provided to training our Caretakers in wall repair, painting, and gutter repair.
- The Caretakers re-sealed seams in gutters on all four buildings.
- The small tear in the outer membrane of the Sanctuary roof was repaired with a glued-on patch. The roofing company said that the bubbling is normal, however any perforation of the membrane does need to be repaired. Overall, they believe our Sanctuary roof is in excellent condition.
- The Caretakers installed the soaker hoses throughout Cora's Garden and the Memorial Garden. The water bill for the past two months was the highest I have ever seen it at \$4,129.66 attributable to higher water rates and irrigation performed by our Grounds Team. It is our hope that the soaker hoses will be more efficient at watering.
- The lower parking lot LED lights were repaired. Total cost was \$3,520.
- One of the new laptops purchased was damaged during the setup process. A warranty was purchased that allowed repair at no cost to East Shore. The new or repaired laptop is expected back to East Shore by the end of the month.
- The Caretakers were able to repair two of the LED lights on the stairs to the lower parking lot. One is still non-functioning.
- Cosco Fire performed the annual fire alarm inspection. Several items failed, and East Shore is working with Cosco Fire to repair the issues within 30 days.
- I attended the August Grounds meeting. They discussed the next steps to move the North Room patio project along, replacement of the HH Shed if/when the property sells, watering schedule, and I trained them how to use the newly installed soaker hose systems.
- GRID Alternatives completed their evaluation of solar for East Shore's campus. Their first report stated an annual production of only 1.634 MWh at a performance ratio of 56.1%. The largest source of system loss, with the assumptions they included in the modeling, was from shading, specifically from trees located near the entrance to the upper parking lot, on the island in the upper parking lot, and on the SW corner of the property. I had them run the report again with the shading factor removed. The annual production jumped to 139.6 MWh at a performance ratio of 79.4%. I have instructed Dianne to have a conversation with Grounds, Facilities, and CAM regarding what options exist to mitigate the shading factor to see if solar at East Shore could be viable.

Discussion Agenda

None at this time.

Respectfully Submitted,
Jason Puracal
Executive Director

Director of Lifelong Learning's Report- Submitted in Aisha's Absence by Amanda Uluhan

Respectfully submitted by Amanda Alice, Religious Education Programs Coordinator

August and early September are some of the busiest times of our year. Religious Education department is in full swing, preparing our children and youth for the new year, training teachers with vital information about our programs and campus, and putting our energy into orienting members and visitors into what we have to offer.

Amanda has continued working with East Shore staff team to ensure that the needs of Lifelong Learning are being met and that efforts and programming are cooperating with the rest of the church community and campus needs.

Continuing with the sabbatical plan as outlined by Aisha Hauser, DLL. Expecting her return on October 7th. Rev. Furrer and I have begun to plan on welcoming her back, as we'd like to be intentional in that process. We believe it's helpful in building a sense of community within the church, and a sense of leadership in recognizing these transitions.

Attendance for RE programs (numbers below are for preschool, children & youth who attended RE programming only, not those who remained in service)

26-August 19

16-August 26

20-Sept 2

23-Sept 9

2018-2019 RE Teacher Preparation

Teacher training was successful. We had 20+ people attend our teacher trainings for the 2018-2019 RE programs. This included some long-time members and RE teachers, as well as new volunteers into the program. Many of the adults cited the importance of interacting with different generations for inspiration in their own lives and spiritual growth. It is my intention to institute spiritual preparation and furtherance of spiritual work within the R.E. departments. This is vital to enjoying and contributing to the program in the best way possible.

2018-2019 RE Registration

As reported, RE Registration for the year has been launched. We continue to navigate registration streamlining and accountability for requested registration fees. I would like RE to work with OFD and finances to make a good case for pledging and RE registration fees, managing the language around these.

Paper registration is turning out to be vital for capturing members and visitors. It's important that it is provided on Sunday mornings and made accessible to families in this way.

Planning for 9am & 11am Sunday programs

Continuing to orient our staff and volunteers on our programs, starting Sept. 23rd along with 2 worship services.

Adult programs

Adult Programs Team has continued updated their section of the Lifelong Learning website, and formalizing the processes for LL classes at East Shore. They have worked with the transition of Yoga at Joyce Turner's departure

from her 30+ year ministry. They have also worked with Pam Orbach on the organization of October 6th date for Restorative justice

Lifespan Integration Team

Walter Andrews and Carrie Coehlo have been vital to the success of my continued programming. Milly Mullarky and LeAnne Struble have also contributed to LIT efforts for registration, teacher recruitment, and teacher training.

Staff (paid and unpaid) Collaboration:

Our work also continues to rely on many other departments of the church including:

Outreach, membership, and community development: their work is essential to making RE visible around campus and in the community. There is a simplification of the tables in the church foyer. RE intends to utilize the community table that Nicole Duff, membership and development manager attends to, along with supplementing materials to the membership table to make visitors aware of our children and youth offerings. Greeters & ushers are doing a good job of sharing information about our RE children and youth programs as well.

Facilities: their work has been essential to safety preparedness and training. Fire and earthquake drill education will be integrated into our teacher training. We are also working on offering AED/CPR training for our RE staff and core program leaders. Facilities and RE also continue to collaborate on the use of classroom and Education building space.

ACE media team: I am meeting with the ACE media team regarding the upgrade technology in the Education building, specifically the E-101 classroom/conference room. Although LIT and LL departments support user-friendly technology upgrades around classroom for our RE and Adult programs, as well as ministry teams and covenant circles, many of our parents and teachers also appreciate that church and RE programs are an opportunity to disconnect from screens and engage directly with other people and the church community.

Professional Development

I completed an online course in Teacher Development through the UUA. This was my second Renaissance Development Module, the continuing education offered to religious education professionals.

Liaison Reports

Policy and Governance – Ann Fletcher (chair)

The Policy and Governance Committee requested charter input from East Shore groups and staff, and then revised the template including the formatting, several questions, the overview, and the instructions. The Board approved the new template at its August meeting, and the Committee sent it out on September 9 to chairs of groups, with the SLT and Board copied.

Groups are to send updated charters by October 5 to their liaisons or staff members, who will review and report completion to the Board in their reports. Policy and Governance will provide the Board with a monthly Tracking Chart (addendum).

Current projects the Committee is working on include:

- Central digital storage of and member access to non-confidential Board Committee documents
- Beacon Articles about policy and governance
- Governance 101 awareness session offered to members
- Review of By-laws and Policies with recommendations to the Board
- Other priorities identified by the Board

Since June the Policy and Governance Committee has lost four members—Uzma Butte, Jack Slowriver, Dick Jacke, and Trish Webb—and is looking for new members. Please have interested individuals you know of contact me.

Submitted by Ann Fletcher

Social Justice Ministry Teams – Summer 2018 Summary Report

Please Note: This ESCJJ report includes summary reports by each of the social justice Ministry Teams for June, July, and August 2018.

East Shore Ministry Teams

Supported by the ESJCC

ANSWER Nepal

In May, ESUC members Trevor and Jenny Hall spoke about their trip to Nepal and the ANSWER program. In July, founder Earle Canfield hosted a potluck for current and potential Nepali student sponsors.

Submitted by Margaret Hall.

Beloved Racial Justice (BRJ)

The Beloved Racial Justice group sponsored four book discussion sessions on the book “So You Want To Talk About Race” by local author Ijeoma Oluo. Jeanne Lamont facilitated these well-attended sessions that ran for 2 ½ hours each. The BRJ team held two potlucks over the summer in which they began the process of going deeper into the cross-cultural relationships on our team, exploring miscommunication and misunderstanding usually perpetuated by well-meaning but damaging unconscious white cultural habits. These will continue into the fall. The Sunday Flash Stances, organized by Maury Edwards, took place on various corners in Factoria, Issaquah and Kirkland, and these will continue. The Conversations About Race were suspended for the summer, and they and White People Talk About Race will begin again in October. The 2018 Ware Lecture was co-hosted

by BRJ. Members also supported local Native American tribes by hosting three events to make blankets and necklaces as gifts for Paddle to Puyallup participants and attending the Paddle to Puyallup landing ceremonies. Submitted by Louise Wilkinson.

Climate Action (CAM):

CAM hosted the intergeneration storytelling with Paul Cheoketen Wagner on June 17. About 20 people of various ages attended the program presented by Paul, a Native American storyteller and musician. The event was sponsored by CAM and Life Long Learning. We also had CAM steering committee meetings on July 9 and Aug. 9.

Submitted by David Chapin.

Congregations for the Homeless (CFH)

In the last month, the CFH Ministry team performed the following activities (in no particular order):

- Attended CFH liaison meeting.
- Gave a pulpit presentation on ESCU support of CFH's rotating shelter at Northlake UUC in support of their Sharing the Plate donation. Presentation went well and it seems they will provide their maximum amount (\$1000).
- Attempted multiple times to connect with Woodinville UUC to request financial support. Have received no response from them.
- Met with Jason to coordinate financial activities.
- Started recruiting volunteers
 - Set up SignUpGenius web site to track volunteers.
 - Send emails to last year's volunteers who hosted, provided dinners, made sandwiches, and purchased various food stuffs and dry goods. The emails are intended to solicit their support this year.
 - Provided article for the Bulletin asking for volunteers.
 - Staffed a table in the foyer recruiting volunteers
 - Arranged for CFH to walk through ESUC on 5 Sept to coordinate ESUC's support of the shelter
 - Coordinated date for van that provides dental care for men in the shelter. (Shelter is open at ESUC all day when the van is at ESUC.)
 - Worked to obtain the volunteer services of a hairstylist (from Northlake UUC) on dental van date.

Submitted by Dean Dubofsky.

Crossroads Meals

The Crossroads Meals Program consists of a dedicated group of UUs who work to bring nutritious and delicious meals to the needy in our community once a month. The meal is served at the Salvation Army in Bellevue. On the first Monday, we cook for around 60 participants at church. Crossroads Meals Program has approximately 15 volunteers. The recipients are extremely grateful as it is the only meal of the day for many. Many of us often don't realize the need in Bellevue. This is a generous, concrete social justice donation of our volunteers' time and money. They also receive gratification from their efforts. We are thankful that East Shore supports this worthwhile endeavor.

Submitted by Pam Monger.

Earth and Social Justice Coordinating Council (ESJCC)

July Meeting Highlights:

- Discussion with David Langrock about how justice teams and Outreach Core Team can connect and support each other.
- Council input to Outreach: website reorganization and language review, a separate member tab with a more user-friendly calendar of events, standard descriptors for attendance and sign up, opportunities for witnessing for UU in the community, and a website townhall/blog.
- Follow up with Outreach is planned, keeping in mind David's words, "Justice is Outreach, Education is Outreach, and Sharing our Fun and Spiritual Home is Outreach"
- Council is looking for additional members with interest and some past experience with earth and social justice who are willing to commit to leadership opportunities and responsibilities.

Council Retreat Highlights:

- Commemoration of Council member, Dick Jacke, sharing our memories of his justice work and his contributions to East Shore and Unitarian Universalism.
- Presentation and conversation with Dorothy Gibson of Sound Alliance, a group that could help East Shore meet its great needs for capacity building, leadership training, and local advocacy,
- Funding to join Sound Alliance was not approved by the church for 2018-19 budget, so some Council members will take the initial Sound Alliance Training before determining whether to request funding from the church.
- Used UU Social Justice Empowerment Handbook to map our partners, inside and outside the church, and determined who would be liaisons to these groups.
- Set five goals for next year: 1) Promote leadership; 2) Support the ESJ Teams; 3) Increase ESJ educational opportunities; 4) Improve communications among ourselves, the staff, church groups and community, and 5) Bridge Education and Spirituality toward Witness and Advocacy.

August meeting Highlights:

- Set up liaison communication with ESJ teams to get updates for the ESJ brochure, schedules for the foyer table and for bulletin board space, and reports of summer activity.
- Reviewed our goals/work plan and calendar to coordinate ESJ and church events.
- Plan to sponsor Northwest UU Justice Network Summit on October 20 at Edmonds UU church and the interfaith candidate forum on October 17 at Herzl-Ner Tamid on Mercer Island.

We are excited to meet with Rev. Steve Furrer on September 10 to begin our collaborative relationship!

Submitted by Ann Fletcher.

Food Bank

This July, Ryam Hill (Chair) began to make contact with the Hopelink Food Bank as well as the weekend Meals for Kids folks to see how we can work with them. Ryam got a new list of desired items for the food bank and info on the larger programs for food for kids. She spoke with Amanda to explore ideas of having the Youth involved in our food donations and we hope to make that an important part of this program. We will begin keeping data on our monthly donations to the Food Bank, so we can track our progress in helping with hunger in our community.

Submitted by Ryam Hill.

Good Start Back to School

The team took a break this summer, but plans to do the backpacks next summer.

Submitted by Nancy Worsham.

Holiday Giving Tree

The Team was not active over the summer, but it will resume in September.

Submitted by Janet Fleck and Kathie Moritis (co-chairs).

Partner Churches/Khasi Hills

The Khasi Hills Partner program was extremely active with these projects:

Trinkets and Treasures Sale - we collected donations in August, and arranged six rooms of items. Our goal was to raise \$3500 for five+ teachers' salaries at our Friendship School, the English medium elementary school in the village of Kharang. The sale took place Aug 24-25. This year we hope to raise additional funds by taking part in Value Village fundathon, where we get paid for what remains after the sale.

Luci Lights project. Power cuts are common in the villages, so we have a special project this summer to provide solar-powered LED lights and cellphone rechargers, in a very compact, waterproof plastic case. The cost of the lights for 72 homes is approximately \$1,500 including shipping and customs duties, which we are covering with targeted donations from our team and friends.

Founders Day Pilgrimage - Seven team members are travelling in mid-September to the Khasi Hills to celebrate the founding of NE India Unitarianism with our partner churches.

Submitted by Doug Strombom.

P-Patch

The P-Patch team has offered produce after two Sunday services so far with proceeds of almost \$300. They plan to hold another produce table in August and a few more in early fall. The congregation has responded positively to the opportunity for local organic produce. The team is looking for additional members who would like to have a garden plot on the church property or home gardeners with excess produce to contribute to the table. The team has not yet selected the food justice non-profit organization to benefit from its activities.

Submitted by Ann Fletcher.

Second Sunday Share the Plate

The Team continued its regular activities during the summer.

The Second Sunday recipient, June 10, arranged by Trevor Hall, was Climate Solutions, which was drawn from suggestions from the Climate Action Team. The offering collected \$1,259 for that organization.

The July 8th recipient, arranged by Marty Wilhelm, was the Gun Responsibility Foundation, and \$986 was collected.

The August 12th recipient, arranged by Jane Sisk, was Innovations Human Trafficking Collaboration, an organization that the Beloved Racial Justice Team recommended. That offering collected \$1,137.

The September 9th recipient, arranged by Cathy Barich, will be the Indigenous Environmental Network, which the Indigenous People's group suggested. The October 14th one, arranged by Mike Radow, will be FareStart.

We are delighted that Marilyn Mayers will be joining our Team this fall.

Submitted by Jane Sisk.

Women Helping Women (WHW)

Over the summer, WHW volunteers continued to volunteer their time cooking Sophia Way meals. With summer vacation taking place, Lake Hills volunteering does not happen.

Submitted by Laurie Wick.

ESJCC AFFILIATES

Non-East Shore Organizations supported by the ESJCC

Meaningful Movies

Meaningful Movies continued to meet over the summer with Dick Jacke as its chair. The group planned its overall monthly schedule for the 2018 - 2019 year. At the August meeting, the group held a moment of silence in memory of Dick and reflected on the work he did with them. Lynn Roesch attended the event to represent East Shore. Meaningful Movies is searching for a new chair, or the group will take a sabbatical for some time. The September movie will be shown as planned.

UUSC

UUSC did not meet over the summer so there is no report. It will start again in October.

Holly House Dev. Taskforce Board Liaison Report – David Baumgart

Consent Agenda Items:

- The Holly House Dev Task Force recommends postponing the congregational vote until early 2019 – late January or February.

Linda Freeburg, chairperson appointed Laurie Adams as vice-chair, and Trevor Hall as secretary of the task force.

The 2018-19 Holly House Development Task Force has been very busy in the past 3 months with multiple meetings, establishing a new charter (approved in August) and several other initiatives including the Dream BIG initiative.

The Outreach team is performing a series of Dream BIG meetings with church team leaders; the workshops are now underway in September. The final workshop is Sep 23, Sunday morning at 9am. A Town Hall is being planned in October.

All members of the task force were provided copies of the approved Conflict of Interest Statement and requested to sign those statements by our next meeting in October.

Carrie Bowman discussed the folders within Google Docs where all of the proposals, minutes, and other documents have now been uploaded.

Question for the Board – who should they be working with regarding the 5 year strategic plan?

Linda passed along that the Board wants the Task Force to consider POC and marginalized persons for inclusion in the Task Force or its activities. We still have one open position for active membership.

Mark Norelius continues to support the task force from the right relations perspective and provided the list of ten RR principles that have been adopted by the task force.

David Baumgart

Personnel Committee Board Report -- Jerry Bushnell

August 14, 2018

For Consent Agenda: Nothing this month

Informational:

- The committee is about half done with a basic audit of the staff personnel files. This audit is to check that required documents are present and up to date. Jason has been working on getting the files in order for the audit
- Longer term, the committee hopes to add other elements to the audit, such as looking at employee personal development, and use of best practices
- The committee is preparing an organization chart for Eastshore staff

2018.09.16 Holly House- A Bridge to East Shore's Future v.2 – Jason Puracal

Jason's document is separate from the Sep Monthly Board Packet because of its very large size – 10MB. It was emailed to the Board members and SLT on Sunday evening, Sept 16. The TOC is below.

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Appendix A: August 2018 Summary Income Statement

**East Shore Unitarian Church
Monthly Income Statement - Summary
August 2018**

Date : 09/11/2018
Time : 2:55:51 PM

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
Revenues								
Income - Donations	37,624	62,750	25,126	171,723	125,500	(46,223)	753,000	22.81 %
Income - Program Fee Pmts	709	725	16	2,239	1,450	(789)	8,700	25.74 %
Income - Fundraising Event Pmt	45	3,646	3,601	1,295	7,292	5,997	43,750	2.96 %
Income - Facilities Rental Pmt	16,187	17,079	892	48,086	34,158	(13,929)	204,945	23.46 %
Income - Dept Activities Pmts	7,504	6,561	(943)	14,560	13,122	(1,438)	78,734	18.49 %
Income - Other	9	6,816	6,807	43,340	13,632	(29,708)	81,790	52.99 %
Total Revenues	62,077	97,577	35,500	281,242	195,153	(86,089)	1,170,919	24.02 %
Expenses								
Payroll Expenses								
Wages	43,105	46,519	3,414	77,357	93,039	15,681	558,232	13.86 %
Payroll Taxes	2,810	3,484	674	5,606	6,968	1,363	41,810	13.41 %
Payroll Benefits	8,626	10,331	1,705	16,761	20,661	3,900	123,967	13.52 %
Total Payroll Expenses	54,541	60,334	5,793	99,724	120,668	20,945	724,009	13.77 %
Program Expenses	3,172	9,509	6,338	6,046	19,019	12,973	114,113	5.30 %
Administrative Expenses								
Facilities Expense	13,137	7,810	(5,327)	14,751	15,619	868	93,715	15.74 %
Business Expense	6,788	6,523	(266)	9,441	13,045	3,604	78,272	12.06 %
Office Expense	1,760	2,218	459	4,304	4,437	133	26,620	16.17 %
Fundraising Expense	0	1,187	1,187	0	2,375	2,375	14,250	0.00 %
Advertising & Marketing	0	227	227	0	453	453	2,720	0.00 %
Interest & Loan Expense	9,470	9,470	0	18,941	18,941	0	113,645	16.67 %
Total Administrative Expenses	31,155	27,435	(3,720)	47,437	54,870	7,433	329,222	14.41 %
Total Expenses	88,868	97,279	8,411	153,207	194,557	41,351	1,167,344	13.12 %
Net Total	(26,791)	298	27,088	128,036	596	(127,440)	3,575	3581.42 %
Other Revenues								
Designated Revenues	14,877	0	(14,877)	42,912	0	(42,912)	0	0.00 %
Restricted Revenues	0	0	0	0	0	0	0	0.00 %
Revolving Revenues	0	0	0	0	0	0	0	0.00 %
Total Other Revenues	14,877	0	(14,877)	42,912	0	(42,912)	0	0.00 %
Other Expenses								
Designated Expenses	3,299	0	(3,299)	48,292	0	(48,292)	0	0.00 %
Restricted Expenses	2,600	0	(2,600)	2,600	0	(2,600)	0	0.00 %
Revolving Expenses	0	0	0	6,588	0	(6,588)	0	0.00 %
Total Other Expenses	5,899	0	(5,899)	57,479	0	(57,479)	0	0.00 %
Net Operating Total	(17,813)	298	18,111	113,468	596	(112,872)	3,575	3173.93 %

Appendix B: August 2018 Balance Sheet

Date : 09/11/2018
Time : 2:53:10 PM

East Shore Unitarian Church
Balance Sheet
August 2018

Page : 1

Accounts

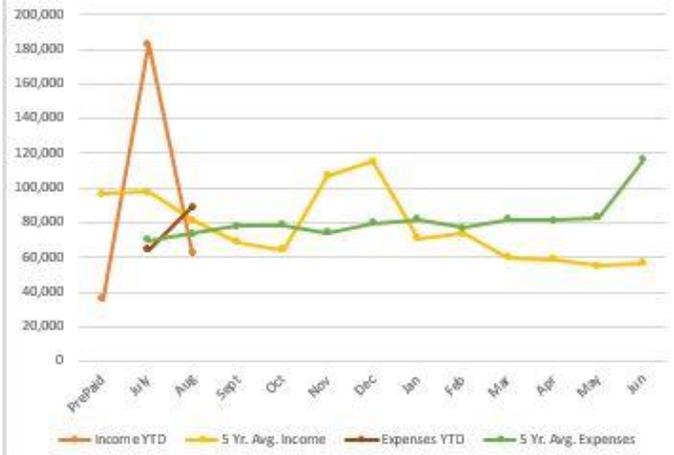
Assets		
Current Assets		
Cash & Investments		
1-1000 - Petty Cash	\$200.00	
1-1010 - Checking - Chase	\$111,765.83	
1-1030 - Brokerage - Schwab	\$46,415.30	
2-1010 - Checking - Chase	\$19,113.52	
3-1010 - Checking - Chase	\$132,111.28	
3-1040 - Endowment Money Funds - Schwab	\$14,577.53	
3-1070 - Endowment Investments - Schwab	\$1,319,774.40	
4-1010 - Checking - Chase	\$9,615.00	
Total Cash & Investments	\$1,653,572.86	
Other Assets		
1-1110 - Deposits	\$1,750.00	
Total Other Assets	\$1,750.00	
Total Current Assets		\$1,655,322.86
Contra Assets		
1-1600 - Building Loan Contra Account	\$789,933.77	
Total Contra Assets		\$789,933.77
Total Assets		\$2,445,256.63
Liabilities, Fund Balance, & Restricted Funds		
Liabilities		
Current Liabilities		
1-2000 - Accounts Payable	\$9,039.00	
1-2110 - Wage Accruals Payable	\$18,556.50	
1-2500 - Building Loan - Current	\$76,200.00	
Total Current Liabilities		\$103,795.50
Long Term Liabilities		
1-2700 - Damage Deposits - LT Rentals	\$4,500.00	
1-2750 - Building Loan - Long Term	\$713,733.77	
Total Long Term Liabilities		\$718,233.77
Total Liabilities		\$822,029.27
Fund Balance		
2-3000 - Fund Balance - Ministry	\$2,407.62	
2-3010 - Fund Balance - Membership	\$6,975.36	
2-3020 - Fund Balance - Social Justice	\$5,743.71	
2-3030 - Fund Balance - Lifelong Learning	\$6,916.91	
2-3040 - Fund Balance - Finance & Facilities	\$2,605.90	
2-3050 - Fund Balance - Market & Dev	\$1,051.81	
3-3000 - Fund Balance - East Shore Housing	\$42,818.02	
3-3020 - Fund Balance - Endowment	\$1,336,162.32	
3-3040 - Fund Balance - Facilities Reserve	\$6,592.88	
3-3050 - Fund Balance - General Reserve	\$81,749.56	
3-3060 - Fund Balance - Memorial Garden	\$4,520.40	
4-3000 - Fund Balance - Grounds	\$1,615.00	
4-3010 - Fund Balance - Gallery	\$8,000.00	
4-3020 - Fund Balance - Fund-a-Need	\$2,600.00	
Excess Cash Received	\$113,467.87	
Total Fund Balance and Excess Cash Received		\$1,623,227.36
Total Liabilities, Fund Balance, & Restricted Funds		\$2,445,256.63

Appendix C: August 2018 Financial Charts

FY 2018/19 Aug Operating Revenues vs. Expenses



FY 2018/19 Cash Flow by Month



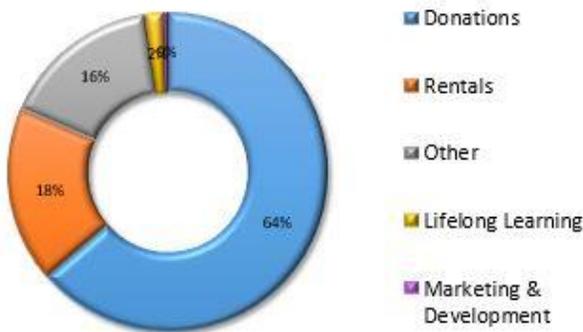
FY 2018/19 Aug YTD Operating Revenues



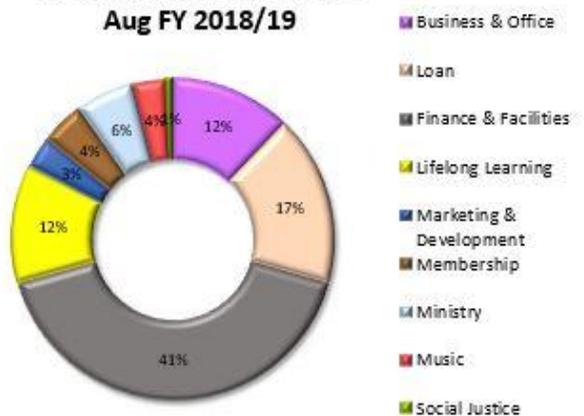
FY 2018/19 Aug YTD Operating Expenses



Income Categorized YTD Aug FY 2018/19



Expenses Categorized YTD Aug FY 2018/19



Appendix D: ESUC Board of Trustees Draft Minutes August 21, 2018

Minutes, Leadership Reports, Consent Agenda:	Com. + Board Liaison Reports Consent Agenda:
August Board Agenda + Upcoming Events	Policy & Governance – Ann Fletcher
Minutes of Last Board Meeting – July 17	Personnel Com – Jerry Bushnell
Board President's Report – Tom Doe	Nominating Com – Dennis Fleck
Finance – Treasurer's Report – Marcy Langrock	Right Relations Com – Mark Norelius
Minister's report – Rev Stephen Furrer No ES Social Justice Ministry Teams Report	HH Dev Task Force Update – David Baumgart Dream BIG Initiative
Exec Dir, Finance & Operations – Jason Puracal Appendices A&B – FYE* Income Statement, BS FY17/18 Appendix C – FYE* Fin Analysis / Charts Appendices D&E – FY Income Statement, BS FY18/19 Appendix F – Financial Analysis / Charts *Note: FYE* refers to Fiscal Year End statements as of June 30, 2018	Appendix G - ESUC revised Charter template App H – Holly House Conflict of Interest Form App I – Draft HHDTF 2018/19 Charter
Lifelong Learning – Amanda Alice Uluhan	

East Shore Unitarian Church

Board of Trustees Meeting Agenda – August 21, 2018

Host: Mark Norelius, Timekeeper: Amanda Uluhan, and Process Checker: David Baumgart

Chair: Dennis Fleck (vice president), standing in for Tom Doe who attended part of the meeting by phone

6:45 Social Gathering

7:00 7:05 Opening Words, Chalice Lighting Mark

7:05 7:15 Check in, Introductions All

7:15 7:40 El Centro de la Raza Presentation Jeanne Lamont

7:40 8:00 Approve Consent Agenda All

8:00 8:15 Holly House update David

8:15 8:25 Salmon Bake All

8:25 8:30 Board Retreat David

8:30 8:45 Fund Raising Tom, Jason

8:45 8:50 Recording Secretary and Board Packets David

8:50 9:00 Other Items

Upcoming Events for Your Calendar

- September Exec Council – Sept. 4
- September Board Packet items due Wed, Sept. 12: email to Aimee Woolwine (Volunteer1)
- September Beacon Board Buzz due Wed, Sept. 19 by Marcy: email to Nicole Duff
- September Board Meeting September 18th ; Marcy is host.
- Sunday Svc Announcements 8/26 Dennis, 9/2 David, 9/9 Paul, 9/16 xxx, 9/23, xxx, 9/30 xxx

Housekeeping items: **HELP WANTED, Sunday Service Announcements:**

9/16, 9/23, 9/30, 10/7, 10/14, and 10/21.

Attendance: BOT members in person: David Baumgart (secretary), Sara Brannman, Paul Buehrens, Jerry Bushnell, Dennis Fleck (Vice President), and Mark Norelius.

BOT members by telephone: Marcy Langrock (treasurer) and Tom Doe (President) (Tom entered meeting at 8:17 PM)

BOT Members not present: Lee Dorigan, Uzma Butte

Staff Members: Jason Puracal (Executive Director), Rev. Stephen Furrer, Alice Uluhan (filling in for Aisha Hauser (Dir LifeLong Learning who is on sabbatical)

Guests: Jeanne Lamont (Beloved Racial Justice) and Louise Wilkinson (Right Relations and BRJ)

Visitors: Estella Ortega and Adriana Ortiz from El Centro de la Raza

Opening Words – Reverend Steve Furrer read a poem

In Memoriam... It is noted that during the past month, we lost a stalwart and beloved member of the East Shore family, Dick Jacke. His memorial service is scheduled for Saturday, Sep 8 at 2pm. Marcy noted his passing in her Treasurer's Report:

On a personal note, I am deeply saddened by the passing of Dick Jacke. I had the pleasure of working with him in the small group exercise on trust at the board pre-retreat. He was very excited about GA in Spokane next year. I would like us to commit attending, for our congregation, in honor of Dick's commitment to the UUA + East Shore.

Check-in – Rev. Steve: Now has Washington license on his car, notes the the UUA president Susan Frederick Gray wanted to attend Dick Jacke's memorial, but will not be able to attend. We may have other UUA officials attending.

Amanda Uluhan officially changed her name today, from Amanda Alice, following her marriage.

Paul just came back from a vacation road trip.

Jerry had a good time on the church auction backpack trip, both pregnant daughters are doing well.

Mark: Updated family news

Louise: has been on a meditation kayak trip in Alaska, had trip to Long Beach

Jason: Has taken on remodeling his main bathroom, lots of work

Sara: Just back from short honeymoon

David: Had great backpacking trip, brought pictures

Dennis: Just back from Ashland, lots of smoke and ash from the fires. Looking forward to Alaska fishing trip.

El Centro de la Raza Presentation –

Background for current discussion: Current policy for Immigration and Customs Enforcement (ICE) is that they have identified some places as “sensitive locations”. These include places of worship, schools, health care facilities, religious or civil services such as funerals and weddings, and public gatherings such as parades and demonstrations. Therefore, East Shore Unitarian Church is considered a sensitive location.

In sensitive locations, ICE agents will perform enforcement actions only in limited circumstances. From the ICE website: *“Enforcement actions may occur at sensitive locations in limited circumstances, but will generally be avoided. ICE officers and agents may conduct an enforcement action at a sensitive location if there are exigent circumstances, if other law enforcement actions have led officers to a sensitive location, or with prior approval from an appropriate supervisory official.”* For more information, see the ICE website:

<https://www.ice.gov/ero/enforcement/sensitive-loc>

Presentation: Jeanne Lamont introduced our visitors Estella Ortega and Adriana Ortiz. El Centro de la Raza (the center for all races) has been in existence for over 40 years and provides services to people of all colors and races. They offer 43 programs, on topics such as: skills development, housing, children and youth, economic development.

Estella Ortega and Adriana Ortiz then described their request and their programs. They would like to be a resource for East Shore if we wish to actively promote East Shore as a sensitive location that is immigrant friendly. They also requested that East Shore would be willing to host their briefings for immigrants. This would mean that East Shore would be a safe place where immigrants can get food, learn English, and work on becoming citizens, and potentially other services delivered by El Centro de la Raza. They can offer training and classes such as “Know Your Rights” and others. They can also help develop protocols for what to do if an ICE agent does come into church. El Centro staff has developed a symbol that can be placed on buildings that are immigrant friendly to identify safe places. If we choose to participate, we would put the symbol on one of the East Shore buildings and could be as active in this work as we wish. El Centro is also actively working with local city governments and with Homeland Security. Here is a link to their website: <http://www.elcentrodelaraza.org/>

Discussion: Amanda asked how many undocumented immigrants are in King County, and Estella noted that the number is unknown.

Jason pointed out that we would need a host ministry team for this, and Beloved Racial Justice (BRJ) would appear to be most appropriate.

Louise Wilkinson (chair, Right Relations, member, BRJ) is behind the idea, but needs more details.

Jeanne and Louise will be working on this proposal. No vote was taken on this matter

Review of Board Agenda + Consent Agenda - (see content of Board Packet - all Board members are expected to review the entire Board Packet prior to the Board Meeting) - Dennis asked if anyone requested to move items from the Consent Agenda to the Discussion Agenda.

Approval of Consent Agenda – All

The following major topics (see Appendix 1) were included in the Consent Agenda:

- Approve July 2018 Board Meeting minutes
- Approve Fundraising activities by Teams (ED report)
- Approve Developmental Minister salary & housing split (ED report)
- Developmental Minister Chase Checking account access (ED report)
- Betty Forgette be made a Life Member (ED report)
- Approve 2018-2019 Charter Template (Policy and Governance report)
- Approve Roger Greene for the Holly House Dev Task Force (President’s report and HHTF report)
- Approve HHDTF Charter (HHDTF Report)

The following significant items were moved to discussion:

- Annual review (2017-2018 fiscal year) for Aisha Hauser (DLL) and Jason Puracal (Exec Dir)
- Conflict of interest form for Holly House Dev Task Force Members

Paul Buehrens moved and Sara Brannman seconded the motion to approve the consent agenda, without the two items above. The motion passed unanimously.

Items moved to discussion agenda:

1. **Reviews for Jason and Aisha.** Jerry agreed to assign board members to do the 2017/2018 fiscal year reviews. Volunteers for Jason’s review are David Baumgart, board secretary, and Marcy Langrock, board treasurer. Jerry will recruit two or three board members to work on Aisha’s review. Jerry also noted that Aisha’s review from the 2016/2017 fiscal year has not been finalized, and he will work on that. No vote was needed on this matter.
2. **Conflict of interest policy and statement for Holly House Dev Task Force (HHDTF) members:** Dennis proposed that in Article 3, section 5.2 (page 32 of the August 2018 board packet) the words “disciplinary and” be removed, as the words corrective action are enough. Paul Buehrens moved and Dennis Fleck seconded the following: The board approves the conflict of interest policy and statement for Holly House Dev Task Force members with Article 3, Section 5.2 changed as follows:

5.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

The motion passed unanimously.

Further discussion of conflict of interest policies in general: Jason Puracal (Executive Dir)

Jason pointed out that as a non-profit corporation, each member of East Shore’s board of trustees should sign a conflict of interest form which should be filed yearly on form 990-P. We also need documentation of a Whistle Blower policy and a document retention policy. Paul recommended a much shorter conflict of interest form for the board, and he agreed to work on this with Jason. Jason will also be getting advice from our CPA firm, Clark Nuber, about the above policies. No vote was required.

Additional Item added to discussion agenda: Mark (BL for Right Relations)

Mark Norelius noted that Mary Anderson is leaving the Right Relations Committee and proposed a motion that the board approves Jose Garcia as a new member. Jerry Bushnell seconded the motion.

The motion passed unanimously.

Holly House Dev Task Force update: David (BL for HHDTF)

David notes that the task force has been very busy and Laurie Adams has been made vice chair. Trevor Hall is recording secretary. Unfortunately, Callie Hills has resigned.

David moved that Roger Green, an attorney, be added to the task force as the ninth member, replacing Callie Hills. Mark Norelius seconded the motion. David pointed out that the charter suggests a total membership of ten voting members and the task force was hoping to recruit a person of color for the tenth position.

The motion passed unanimously.

David also noted that we approved HHDTF charter (4th draft) within the consent agenda. The charter had also been reviewed and revised by the Policy and Governance Com.

Additional Item added to discussion agenda, Dream BIG Initiative: David

Refer to board packet, President's Report, page 5 and BL Report, page 18. Tom Doe had asked the board to review this document, which challenges our leadership and congregants to "Dream Big" about how we can grow our church in spirituality, social justice impact, and sustainability in alignment with our values and UU principles. The HHDTF has proposed discussing these ideas at workshops on Saturday 9/8, Sunday 9/9, Saturday 9/22, and Sunday 9/23/18.

Discussion: Sara asked if this would be part of the Outreach Team work, Jason pointed out that it will be part of the work of the HHDTF and that there may be some overlap.

Amanda noted that September is a very busy month for the church. Teacher training was scheduled 9/8.

Paul pointed out that our current deadline for a decision on the Holly House property (December 2018) can be changed by vote of the board. Both David and Rev Steve stated that the task force was very concerned with the tight deadline.

Reverend Steve points out that the decision about property is definitely to be made by the church as a whole, not by board or staff. He also stated his Oct 21 sermon will focus on the potential Holly House property sale. Rev Steve also stated this is a great opportunity for our East Shore community.

David asked if there were any objections about sending out a letter to church leaders about the Dream Big initiative, and there were none. No vote was required on this matter.

Salmon Bake: Jason on behalf of Nicole Duff (Membership Dev. Manager)

Dennis Fleck agreed to be the point person for the day of the salmon bake. Jason reported that Nicole will be planning the event and ordering food and has set up a doodle poll for help. Ryam has documented the details for running the salmon bake. Board members are encouraged to sign up to help, and to recruit others.

Board Retreat: David (Board Secretary)

(Note: Tom Doe had entered the meeting at this point.)

The current plan is to have the board retreat on Saturday, October 20th, roughly 8 am to 5 PM. Location is not yet identified, but Vasa Hall in Upper Preston was felt to be a good location. Amanda pointed out the Aisha will have to leave by 4PM or possibly earlier.

David moved that we accept this date and the motion was seconded by Sara. Mark was requested to determine if Vasa Hall would be available on Oct 20. The motion passed unanimously.

Additional item discussed, not on agenda: Rev Stephen Furrer

Reverend Steve noted that Christine Robinson from the UUA would like to meet with the board on Thursday Nov. 8th, or Friday November 9th to begin the planned “startup weekend.” The Startup Weekend would be to have clear agreement among all stakeholders about responsibility and accountability in the church for Developmental Ministry goals. Dennis will lead an email vote for the Board to determine the best of the two days for the Board Meeting with Christine.

Fundraising: Tom Doe (President), Marcy Langrock (Treasurer), and Jason Puracal (Exec Dir)

Please see page 5 of current board packet for Tom’s report and page 6 for Marcy’s report. Tom points out that last year, the board voted to take direct responsibility for fundraising, but currently we have no committee or charter.

Discussion: Marcy stated that Financial Stewardship recommends putting the fund raising drive under staff control, led by Nicole Duff, Membership and OFD Manager. Marcy noted that Nicole has professional experience as a fund raiser. Tom has no objection with this, but would like to hear what Nicole thinks. He also noted that the board still has work to do on fundraising and that we still have critical questions to answer. For example, are we still planning to move forward with a 12 month canvass?

Jason notes that the latest pledge numbers are in his board report. Jason feels that having Nicole running fundraising would allow us to develop experience over the long term. Nicole reports to Jason and Rev. Steve who would provide oversight for the fund raising effort. As it stands right now, a challenge to Nicole is that roles are not clear, and it is not clear who is on the core team for fund raising.

Dennis is worried about the capacity for Nicole to be able to perform both fundraising and membership development effectively. Her expertise on membership is very important, and the current membership enhancement team is down to 3 members.

Paul would like to continue have members canvass members personally, with Nicole monitoring how many contacts are made or missed.

Reverend Steve points out that Nicole would do the design of the program, and the laity would do the implementation.

Dennis recommends that Sara, Tom, Nicole, Rev Steve, Dennis, Marcy and Jason meet and decide on a plan to move forward. This team will bring a proposal to the board at the September meeting for review and approval. No votes were taken at this meeting. Tom and Dennis spoke in favor of members contacting members.

Recording Secretary and Board Packets: David

David reported that Jason had spoken with Aimee Woolwine and she has volunteered to put the draft board packets together. Board members have responsibility to turn in reports as soon as possible, no later than end of day, Wednesday, the week prior to the board meeting. Aimee would distribute the first draft of the packet by end of day, Friday. Late submissions should go to David. There were no objections to this revised Board Packet timetable.

It was stated that Aimee will have a backup. We have not yet identified a candidate for recording secretary.

Tom recommends that the board agenda come out earlier than the Board Packet, so that congregants can see it earlier.

Additional item discussed, not on agenda: Jason

Jason would like to update authorized signers on our church accounts. Currently, checks written on our Chase Operating Account require two signatures, but our Schwab accounts require only one. Jason is looking into changing the Schwab accounts to require two signatures, David and Ryam Hill will help with that. The following updates are planned for our banking signature records:

- Chase Checking Operating Account current signers: Marcy, Tom, Jason.
Proposed change: Signers should be Marcy Langrock, Tom Doe, Steven Furrer, and Jason Puracal.
- Schwab Operating Account current signers: Jason, Ryam Hill, and Beth Wilson
Proposed change: Signers should be Jason Puracal, Marcy Langrock and Tom Doe.
- Schwab Endowment Account current signers: Tom and Ryam
Proposed change: Signers should be Tom Doe, Marcy Langrock, Dennis Fleck.

David moved that all the proposed changes be adopted. Mark Norelius seconded the motion.

The motion passed unanimously.

Our board meeting ended about 9:55 pm. Our next board meeting is September 18, 2018.

Respectfully submitted by David Baumgart, Secretary, ESUC Board of Trustees

Jerry Bushnell, Recording Secretary, ESUC Board of Trustees

Appendix E: CAM Request for Public Witness

David Chapin <dchapin84@hotmail.com>

Fri 8/31/2018 9:07 PM

To: Steve Furrer <minister@esuc.org>;

Cc: Jason Puracal <exec@esuc.org>; mayersmarilyn@gmail.com <mayersmarilyn@gmail.com>; ANN E FLETCHER <fletcherAnn@msn.com>; 'John Chmaj' <jchmaj@hotmail.com>; careich@hotmail.com <careich@hotmail.com>; David Chapin <dchapin84@hotmail.com>; Kristi Weir <khweir@hotmail.com>; David Porter <dave.porter@CASCADE.SIERRACLUB.ORG>; Greggselby@hotmail.com <Greggselby@hotmail.com>; Kirstie Lewis <Kirstielew@msn.com>;

Hello Reverend Steve -

We haven't met yet, but I am the chair of the Climate Action Ministry (CAM) at East Shore, which you have probably heard of by this point. I am writing to request your approval of a "public witness" action we are hoping to do in the near future. Specifically, it is being a member of a coalition called "300 Trees." The purpose of the coalition is to oppose a project by Puget Sound Energy (PSE) that entails cutting approximately 300 trees along 148th Ave and NE 8th St. in Bellevue and installing a new transmission line. 148th Ave. is a beautiful parkway about a mile east of the East Shore campus that was designated long ago to be free of overhead utility infrastructure, such as transmission lines. Here is a link to the coalition's website, where you can see what the issue is about. PSE's web page on the project can be found here.

CAM supports the coalition's effort because the project would have a very adverse impact on our community's environment, would eliminate carbon sequestering trees, and there are better alternatives that can help lead our community toward a more energy efficient electrical grid. These are in alignment with CAM's mission statement, which is:

1. Increase awareness of climate change science and solutions.
2. Advocate for governmental policies that will reduce greenhouse gas emissions and eliminate the underlying causes of climate change.
3. Collaborate with and support other reputable groups taking actions to reduce greenhouse gas emissions and the causes of climate change.
4. Promote climate justice and assist communities that are more vulnerable to climate change impacts.

The 300 Trees coalition won't be endorsing any candidates, and the main point of being a coalition member is just to show support for the effort, including having our CAM logo on their website. The coalition is submitting a petition to the CEO of PSE, which we would promote to our email list. We may also assist in other efforts by the coalition as time and opportunities allow.

I asked Jason about this and he believed it to be a "public witness" activity, which in accordance with the East Shore bylaws, requires approval by the church as a whole. Section IX of the bylaws state:

Public witness activities may be approved by a vote of the congregation in meeting and shall require an eighty percent favorable vote. Alternatively, the Staff Leadership Team may approve public witness activities after consultation with the Board when there is agreement that the activity substantially aligns with the mission and vision of the church.

When Reverend Elaine was here, CAM previously sought endorsements by the church of different issues and I believe she conferred with the Board before signing off. This issue is fairly time sensitive (trees are to be cut this fall), so ideally the discussion of this request could be done by email, since the next Board meeting is Sept. 18.

However you decide to proceed with this, we would appreciate your acting on it soon. I will be out of town next week, but if you have any questions before I get back, Ann Fletcher (fletcherann@msn.com) would be a good person to talk to.

Thank you for considering this request. And I look forward to meeting you sometime very soon. Kind regards,

David Chapin

Chair, Climate Action Ministry Team, East Shore Unitarian Church

Appendix F: Charter Tracking (Ann Fletcher)

Charter Tracking (Updated September 11, 2018)

Board Committees	Notes in P&G	Date Board Approval
Policy & Governance Standing Committee		
Nominating Standing Committee		
Personnel Standing Committee		
Financial Stewardship Standing Committee		
Endowment Sub-Committee	Needs to resolve issues	
Right Relations Task Force	Submitted, needs new template	
Holly House Development Task Force	Submitted, Approved	August 21, 2018
Core Teams-Minister		Date of Staff Approval
Archives		
Worship/Earth Based Celebrations		
Earth and Social Justice Council		
ANSWER Nepal		
Beloved Racial Justice		
Climate Action		
Congregations For the Homeless		
Crossroads Meals		
Food Bank		

Good Start Back to School		
Holiday Giving Tree		
Meaningful Movies		
Partner Church Khasi Hills		
P-Patch Ministry Team		
Second Sunday Sh. Plate		
Women Helping Women		
Core Teams-Executive Director		
Finance Team		
Core Teams-Commun. and Membership Dev. Manager (Nicole reports to)		
CT Connection Teams (Minister)		
East Shore Live (Executive. Director)		
Gallery-Art on Campus (Minister)		
Membership (Minister)		
Membership Enhancement (Exec. Director)		
Seabeck (Minister)		
Women's Perspective (Minister)		
Outreach (Executive Director)		
Auction (Executive Director)		
Core Teams-Facilities Manager (Dianne Upton reports to Executive Director)	Notes	Date of Staff Approval

Facilities		
Grounds		
Memorial Garden		
P-Patch (Also under ESJCouncil)		
Flower		
Ace Media Crew (Hardware)		
Core Teams-Director of Lifelong Learning		
Lifespan Integration (includes Children and Youth, RE teachers, and Adult Programs)		
Core Teams-Music Director		
Choir		
Ace Media Crew (Production)		
Caring Community Groups-Minister and Caring Coordinator (Milly Mullarky)	Common Charter	
Adult Children of Aging Parents		
Collaboration Builders		
Covenant Circles		
Extended Families		
Helping Hands		
Men's Support		
Parents of Trans Youth		
Parkinson's Disease Support		
Widows Flying Solo		

Affinity Groups (Social/Topic) Minister and Membership Manager (Nicole)	Common Charter	
Informal Bridge		
Changes (Evolution of Grief Group)		
Coffee Klatch Parents of Teens		
Guitar Jam		
Library		
Men's Breakfast		
Military History		
Spirituality		
Women's Friendship		
4 th Wednesday Book Discussion		

Appendix G: Draft Executive Director Job Description

Executive Director

The position of Executive Director works with other members of the Staff Leadership Team (SLT), staff, and lay leadership of the Church to accomplish the Mission and Board Ends of this vibrant, growing, multicultural, progressive religious community.

The Executive Director reports directly to the Board of Trustees and serves as an ex-officio member of the Board, along with the rest of the SLT. Consequently, the Executive Director provides monthly reports to the Board of Trustees. S/He works directly with the Board of Trustees, the Executive Committee of the Board, the Financial Stewardship Committee, the Endowment Subcommittee, the Personnel Committee, the Budget Team, the Finance Team, the Facilities Team, and the Grounds Sub-team.

Responsibilities

General Administration and Reporting:

- Monitor and manage implementation of church policies and procedures. As necessary provide assurances to the Board of Trustees that Board policies are being fulfilled.
- Support the function of the Treasurer, seeing that the directives of the Board of Trustees are executed and ensure that the financial records of the organization are kept and maintained in an orderly manner.
- Develop and maintain efficient, effective, office systems and procedures
- Handle complaints effectively and resolve problems as they arise
- Prepare Executive Director's Annual Report, monthly reports to the Board of Trustees, and notices in the newsletter
- Participate in SLT meetings, church staff meetings, Board meetings, Board Executive Committee meetings
- Assign tasks and deadlines to administrative staff to meet organizational goals
- Plan and initiate administrative projects
- Keep abreast of current issues and changes in the field of Church Administration, recommending or making changes to policies and procedures as appropriate
- Plan and implement programs and systems within the context of rapid institutional growth and change
- Elaborate, negotiate, and administer all contracts on behalf of the church

Financial Management:

- Monitor and manage all financial transactions including Operating Funds, Revolving Funds, Designated Funds, and Restricted Funds
- Follow established accounting procedures and maintain transparency in financial management. Follow and enforce all Board fiscal policies including tax and legal compliance.
- Develop and lead the Finance Team
- Participate in the Financial Stewardship Committee and Endowment Subcommittee as Staff Liaison.
- Lead development of ESUC's Annual Budget in collaboration with the Budget Team.
- Proactively provide recommendations to improve internal controls and auditing procedures. Maintain accurate financial records, including pledge records.
- Coordinate independent audit as determined by the Board.

- Oversee production of monthly financial reports for the Finance Team, Financial Stewardship Committee and the Board, as well as quarterly pledge reports for church members.
- Collaborate with Treasurer, appropriate financial committees, and Board representatives in execution of their duties including development and execution of long term strategies.
- Protect the church's assets
- Oversee bookkeeping
- Present monthly financial reports to Board
- Manage cash flow and support the investment management of ESUC
- Oversee the accounts payable process: monitor all spending relative to budget and approve payment vouchers
- Oversee annual pledge drive, organize and supervise data entry, oversee and manage pledge statements and reports
- Develop and maintain accounting policies and procedures to assure compliance with financial controls and procedures.
- Act as Staff contact person for professional consultants as needed including Endowment Fund Managers.
- Maintain appropriate insurances and file claims as needed

Personnel Management / Human Resources:

- Hire, train, coordinate, supervise, evaluate administrative staff including Bookkeeper, Facilities Manager, Membership Development Manager, and Caretakers (paid and volunteer)
- Follow established Board policies and maintain consistent personnel procedures to maintain personnel records, payroll records, vacation and sick leave records, for all staff
- Oversee benefits programs including pension plan and all insurance programs (health, dental, life, disability, workers compensation, COBRA)
- Interpret, communicate and revise (as needed) ESUC's Personnel Policy Manual in collaboration with the Personnel Committee
- Conduct or arrange for staff training as needed

Facilities and Grounds Management:

- Oversee hiring, supervision and evaluation of Facilities Staff, vendors, contractors, consultants, and support teams
- Oversee maintenance, care, scheduling and development of the campus
- Oversee building and grounds support contracts such as for elevator, fire and security alarms, HVAC, communications, etc.
- Oversee timely purchase of maintenance supplies, paper goods, etc. as needed
- Oversee the proper use and rental of church facilities
- Oversee the Facilities Staff in management of real property assets of ESUC including establishing priorities and procedures for scheduling building use and setting rental rates as appropriate.
- Oversee the safety and security of the campus and campus users
- Purchase and maintain office and maintenance equipment and furniture as needed
- Participate in Facilities Team meetings. Advise associated Grounds Sub-Teams (Grounds, P-Patch, Memorial Garden).
- Work with Facilities Staff and Team to prioritize and fund capital repairs & improvements.

Systems Management:

- Research and implement appropriate information technology systems to improve internal control and organizational effectiveness
- Ensure that ESUC has a computer platform that is stable, scalable, and adequate to support the operational and data needs of the church and can accommodate the growth needs of the church as appropriate
- Ensure that appropriate computer backup and security systems are in place
- Oversee deployment of appropriate software applications that emphasize integrity of data, ease of use and effective office operations
- Act as principle administrator with outside technical support services

Professional Growth and Development:

- Participate in the Association of UU Administrators (AUUA) and attend periodic Washington area Administrator meetings
- Participate the National Association of Church Business Administration (NACBA) and attend local chapter meetings
- Attend denominational professional development events, conferences, and continuing education courses, as appropriate
- Research and participate in other professional development opportunities to carry out the mission of the church

Commitment Required

This is a full-time, salaried, exempt position, normally 40 hours per week, from 10am to 6pm with some evening and weekend hours, compensated at an annual rate of \$96,000 with full benefits. East Shore is an equal opportunity employer.

Skills Required

- Appropriate education and experience in non-profit financial management, facility management, administration, and human resources
- Demonstrated ability for strong collaboration, working as a member of a team, and maintaining open, honest, and respectful communication at all times.
- Highly developed oral and written communication skills
- Highly developed and effective management style, both with paid staff and volunteers
- Highly developed computer skills including spreadsheet, word processing, database and communications software
- Willingness to transfer skills and grow the personal and professional capabilities of staff and those supervised
- Ability to plan for, lead, and implement rapid organizational growth and change